

## REPORT OF CONVERSATION

### MEMORANDUM OF:

☐

TELEPHONE CALL

☐

VISIT

**Between**

☐ **MEMBER OF CONGRESS**

☐ Senate ☐ House

☐ **OTHER**

**And**

**DEPARTMENT OF  
COMMERCE  
OFFICIAL**

Name and mailing address:

State:

☐ They called/visited

Office of:

Phone No.

☐ We called/visited

Name:

Date of call/visit:

Time:

Office/Division:

SUBJECT: \_\_\_\_\_

WHAT WAS SAID: \_\_\_\_\_

PROBLEMS RAISED (If any): \_\_\_\_\_

*Initials*

REFERRED TO: \_\_\_\_\_

ACTION REQUESTED: \_\_\_\_\_

*Initials*

ACTION TAKEN: \_\_\_\_\_

☐

ADVISE ME OF ACTION TAKEN

*Initials*

ADDITIONAL COMMENTS: \_\_\_\_\_

*Initials*